



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

October 6, 2015

Closing Date: October 12, 2015

(Position will close after five working days from date of listing or until filled.
Application review will begin on October 13, 2015).

Title: ADE PROGRAM ADMINISTRATOR

Position Number: 2212-9082

Grade: C124

Professional Development

DUTIES:

This position will coordinate and supervise the development, dissemination and evaluation of statewide literacy professional learning for K-12 educators. This position will supervise and evaluate ADE Literacy Specialists/Public School Program Advisors; facilitate professional learning for state grant-funded literacy specialists to inform their works in assisting school personnel in evaluating, developing and strengthening academic programs and support schools in curriculum, instruction, assessment, interventions and coaching strategies; work with other units within the ADE, as well as organizations, institutions and literacy advocacy groups to promote the effective literacy practices pre-kindergarten through college and career; maintain and share current knowledge of research and effective practices in the area of instruction and professional development.

SPECIAL REQUIREMENTS:

Successful applicant must possess a current Arkansas educator's license; or hold an expired standard Arkansas educator's license; or a standard out-of-state license and is eligible for a one year provisional license and a standard license in Arkansas; bachelor's degree in literacy/reading with a master's degree or greater preferred, plus three years of work-related experience.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in education, administration, business administration, or a related field, plus six years of experience in a public school district, including two years in a supervisory or leadership capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at Arkansased.gov or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.